

My office is happy to request a White House Greeting in celebration of your special occasion.

The White House will send greeting signed by the President of the United States to commemorate specific special events, accomplishments or milestones. Greetings are sent directly to the Honorees only. To request a greeting from President Obama, just follow these guidelines issued by the White House Greetings Office:

ADVANCE NOTICE REQUIRED. Your request must be received six (6) weeks in advance of the event date. Greetings are generally not sent after the event date, except for wedding congratulations and newborn acknowledgments.

BIRTHDAY GREETINGS. Birthday greetings will be sent only to individuals 80 years of age and above.

ANNIVERSARY GREETINGS. Anniversary greetings are extended only to those couples who are celebrating their 50th (and subsequent) wedding anniversary.

OTHER GREETINGS. A limited number of special occasions other than birthdays and anniversaries exist for which the Greetings Office will send appropriate recognition. These occasions include:

- Wedding (submit the request after the event)
- Baby's Birth (submit the request after baby's birth - greeting will be sent to baby only)
- Eagle Scout Award
- Girl Scout Gold Award
- Religious Milestone (specify occasion)
- Condolences (sent only to next of kin)
- Get well card (serious illness - indicate adult or child)
- Retirement (include number of years and profession)
- Graduation (high school, college, advanced degree)

REQUIRED INFORMATION. Please include the following in your request:

- name and home address of honoree(s)
- form of address (Mr., Ms., Mrs., Dr., Miss, etc.)
- exact date of occasion (month, day, year)
- age (birthdays) or number of years of marriage
- your (the requestor's) name and daytime phone number
- any specific mailing instructions if other than to honoree's address
- Wedding (Include couple's married names and current or new address)
- Baby's Birth (Include baby's date of birth and full names and address of baby and parents)

WHEN TO EXPECT YOUR GREETING. In most cases, greetings will be mailed from the White House approximately ten (10) days prior to the event.

Please provide all requested information, using the Comments area if necessary. Requests that do not provide all required information cannot be accommodated.

Please be advised that these criteria are established by the White House and we are unable to request or facilitate any exception. Should you have any questions regarding this matter, please contact Charles Greco in my Washington, DC Office at 202-225-3665.